<div align="center">**SFA Modernization Monthly Project Status Report**</div>

Month: _____May 2000_____

Project: _____FMS_____   Lead: __Karen Holmcrans_____

Sub-Project: ___ **SFA FMS Oracle Financials** ___   Mod Ptr Lead: _____Barry Weiss_____

                                                           SFA Lead: ____ Paul Stonner _____

<div align="center">**Summary of Deliverables Produced**</div>

Deliverable	Description
Solution Demo 1 (Phase II)	Demonstration of vanilla applications in support of high-level scenarios for each Phase II program.
Monthly Status Report for April	Monthly report that outlines progress to-date, issues facing the team, and expected work during the next month.

Value Points:
- Provided advice on negotiating Oracle software licenses that helped to decrease cost by over $100,000.

Work Completed this Month:
- Completed draft Configuration Management approach document.
- Completed draft Development Standards document (including naming conventions).
- Completed draft Security approach document.
- Finalized and turned in security paperwork for all team members.
- Met with IV&V contractor and developed draft approach to IV&V work.
- Developed outline and completion method for SFA FMS System Integration Plan.
- Project Work Plan and Team Work Plans finalized.
- Met with Dave Elliott to discuss what hardware has been ordered as well as specific configuration and cost. Confirmed IT Operation's intention to order hardware significantly more powerful than FMS's requirements document states a need for. Formulated a written response for Marguerite Roland. Additional follow-up and meetings will be required if the Tech Arch team will assume the lead role in resolving this issue. See issue.

Planned Work in Progress:
- Identify issues regarding internet security and Forms 2000 access for the GA community.
- Address support, and hardware configuration and cost issues with IT Operations.
- Research and summarize information on available Oracle training and performance support materials/tools.
- Continue documenting and rolling out the support and control methods for development environments, these include Back Up and Recovery, Configuration Management, Security Approach, and Development Standards.
- Finalize the account code structure with the SFA CFO, ED OCFO, and Financial Partners. Work to be completed next week.

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- Continue to complete the development environment set up values (e.g., list of accounts, projects, organizations, institutes) and correspondingly, setup GL, AP, and Fixed Assets in the VDC instance. Work to be completed next week. Conduct design review meetings with CFO and Financial Partners user groups to validate and conclude design and set up. Current status is:

Application	Percent Complete	ETC
General Ledger	40%	TBD
Accounts Payable	54%	TBD
Accounts Receivable	N/A	TBD
Fixed Assets	57%	TBD

- Continue to document the functional design. Schedule functional design meetings to gather/confirm requirements. Current build inventory by application extension is:

Module Type	FFEL GA	LEAPP	Fixed Assets
Screen	4	**TBD**	TBD
Report	4	TBD	TBD
Interface	10	TBD	TBD
Database Objects	TBD	TBD	TBD

Work Projected for next Month:
- Finalize and roll out the support and control methods for development environments, including Back Up and Recovery, Configuration Management, Security Approach, and Development Standards
- Finalize FMS team responsibility matrix to used for assigning security and access profiles for team members.
- Finalize the account code structure and obtain account code segment values and other application setup information.
- Develop Testing Approach, and Product Test preparation approach.
- Develop Conference Room Pilot approach and introduction package for team orientation.
- Draft FMS Communications Plan.
- Brief Financial Partners and Students on FMS Plan and Schedule.

Issues Summary

Issue	Proposed Solution	Priority	Owner	Creation Date	Target Resolve Date	Actual Resolve Date
Who will take lead on coordinating/ resolving issues with IT Operations concerning the hardware, software and support services required for FMS?	Lead role should be assigned to an SFA CIO staff member. Support to be provided by FMS Tech Arch team. Several examples of this nature exist which consume large amounts of team member time and delay project	High	Marguerite Roland	05/10/00	Target - 05/19/00 or escalate **Discussed with Steering Comm. Detailed requirements to be provided to IT Services.**	

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Project: _____FMS_____ Lead: __Karen Holmcrans_____

	work.					

Risk Summary

The following section is intended to inform management and team members about project risk areas and their <u>potential</u> consequences. Risks are evaluated in terms of their <u>potential impact</u> on meeting the target completion date (**schedule**), increasing project costs (**cost**), and/or decreasing quality of deliverables (**quality**).

Risk Description	Mitigation strategy	Severity of impact	Ability to control	Owner	Creation Date	Resolve Date
Production Environment needed 6/16/00. IT operations now says it will be ready 7/15/00.	Work with IT ops to expedite schedule. Analyzing impact to FMS Schedule.	High	Medium	Jeff Ross	5/30/00.	

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Sub-Project: _____   Lead: _____

Summary of Deliverables Produced

Deliverable	Description

Value Points:

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Work Completed this Month:

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Planned Work in Progress:

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Work Projected for next Month:

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Issues Summary

Issue	Proposed Solution	Priority	Owner	Creation Date	Resolve Date

Risk Summary

The following section is intended to inform management and team members about project risk areas and their potential consequences. Risks are evaluated in terms of their potential impact on meeting the target completion date (**schedule**), increasing project costs (**cost**), and/or decreasing quality of deliverables (**quality**).

Risk Description	Mitigating responses	Severity of impact	Ability to control	Owner	Creation Date	Resolve Date

SFA Modernization Monthly Project Scorecard

Month: _____

Project: _____   Lead: _____

Measure	High Level Explanation for your Assessment and/or Trend	Assessment (Green, Yellow, or Red)	Trend (+, -, or No Change)
Overall	The purpose of the overall assessment is to provide a simple and easy to understand way to consider the interaction of the individual project management process areas in arriving at an overall picture of the health of the work authorization.		
Scope	The scope has been defined, requirements are documented and authorized by the SFA, Schools Channel, and Modernization Partner.		
Schedule Performance Against Work Performed	The project is currently meeting Task Order milestones. All deliverables have been submitted on time and we are currently awaiting response from SFA for the last two deliverables.		
Architecture	The project is in full compliance with Modernization Blueprint baseline or target architecture standards. The project has not defined any architecture changes.		
Risk	The project risks to successfully execute the Task Order has been identified, documented and prioritized and risk mitigation strategies are in place to deal with contingencies and unknowns.		
Quality	The project is in the process of developing a documented Quality Plan and is complying with the requirements of the Quality Plan.		
Communication/ Change Management	The team has facilitated community focus groups to determine the needs and expectations of the customers as well as worked closely with the Organization Transformation team dedicated to the Schools Channel in the early stages of the project. Additionally, the team has worked with SFA leadership to communicate project goals with the Education community via conference presentations and the Updated Modernization Blueprint.		
Human Resources	Human resource needs have been documented, approved, and fulfilled. The project team has the individual and group skills needed for the current phase.		
Commercial Off the Shelf Software (COTS)	A review of COTS products has been incorporated into the project's work plan.		